

EMERGENCY MEDICAL SERVICES

OPERATING GUIDELINES – Controlled Drug Procedure



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Salt River
Fire Department

PURPOSE

The following guideline is intended to follow Honor Health base station agreement and to provide added security and protection of the controlled medications contained in the paramedic's drug box.

GENERAL STATEMENTS

A primary responsibility of the paramedics is to maintain the security and protection of the controlled medications contained in the apparatus's drug box.

All drug boxes contain a controlled drug container which isolates and provides added protection from damage for these controlled medications. The drug container will also be secured using a numbered ID tag that will be placed through the opening to the container and provide added security.

PROCEDURE

Every morning the oncoming paramedic will inspect the container and tag for signs of damage or tampering. The paramedic will then initial the drug box check off sheet and write the ID tag number in the space provided. **Failure to do this will result in progressive discipline according to policy 2-12.**

The following conditions require a new tag and ID number to be placed on the drug container and recorded on the check off sheet:

- On the first of every month, standard expiration drug check
- IF a drug is required for patient care
- IF the numbered ID tag appears damaged
- IF the numbered ID tag appears to have been tampered with

If upon inspection of the drug container and a medication is found to be broken or damaged an incident report must be filled out for the EMS battalion chief. The paramedic will also be responsible for filing an incident report with Honor Health, these forms are available in the ER and this form will be turned into the paramedic coordinator and the pharmacy for restock purposes.

In the event that the medication appears have been tampered with the on duty battalion chief shall be notified and the appropriate investigation will follow.